

As you progress through a course, there are assignments that will need to be submitted to your ALVS teacher for grading. This guide shows how to submit paper-based and audio assignments using the Messages page.

## Complete & Save the Assignment

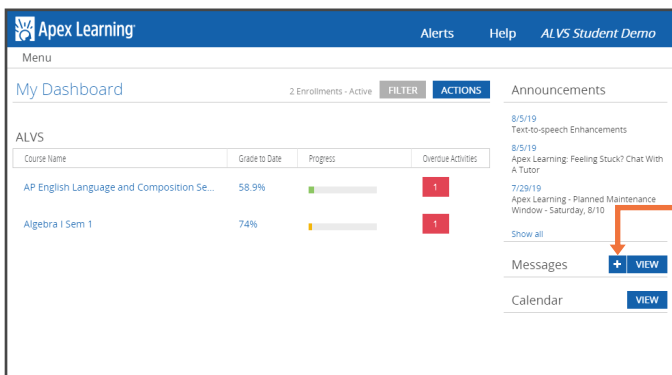
### Paper-based assignments:

Complete assignments on a computer or by hand. Use a free app, like [CamScanner](#), to scan hand-written assignments with a smartphone or tablet.

### Audio assignments:

Record audio using a smartphone or computer. Refer to this [guide](#) for help.

## Start a New Message



## 1 Complete & save the assignment to your computer or Google Drive

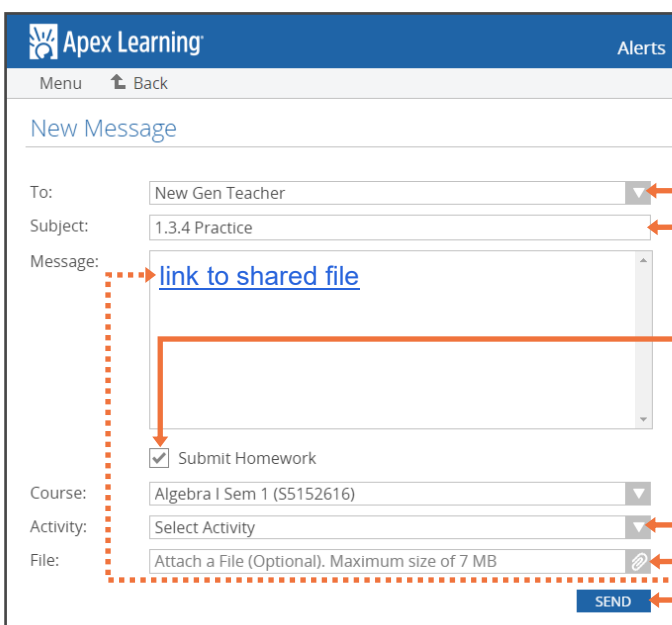
**Paper-based file types:** pdf, doc, docx, rtf

**Audio file types:** mp3, m4a, wav, wma

**Maximum file size:** 7 megabytes

## 2 Log in and click the + sign to start a new message

## Attach & Submit the Assignment



## 3 Select your teacher

## 4 Enter a Subject line

## 5 Check the Submit Homework box

## 6 Select the activity from the list

## 7 Attach the file or paste the link to a shared file in the Message body

## 8 Click Send

**Questions?** Contact ALVS Student Services at [alvs.support@apexlearning.com](mailto:alvs.support@apexlearning.com) or 1-855-550-2547.  
 Please allow your teacher **three school days** to grade your assignment.